

APPLICATION FOR RECORDS DISPOSITION STANDARD

marta

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address MARTA 100 Peachtree Street, N.W. Suite 1300 Atlanta, Ga. 30303			FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed NOV 24 1975 75-256 DEC 10 1975			
			1. Application Date 11-21-75		2. Dept. Application No.	
4. Person to Contact Douglas M. Haire		5. Working Title Records Management Analyst			6. Telephone No. 586-5260	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.						
8. Earliest & Latest Dates of Series 1960-Present		9. Exact Series Title Check of Headway and Passengers Carried File				
10. What is the function of the office in which this record series is created? The Atlanta Transit System, Inc., operated the Transit Service from 5/1/54 to 2/1/72. Officers of the company were R.L. Summerville (President), William P. Maynard (Vice President and President), John Gerson (Vice President), and Henry L. Taylor (Vice President and Secretary-Treasurer). The companies were chartered by the State and were responsible for the delivery of Transit services to the City of Atlanta,						
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to: the physical count of passengers carried for a particular route, and the time between routes. Included are: check of headway and passengers carried. File is arranged: by route number, by year.						
ATTACH SAMPLES OF THE FILE						
12. Equipment Occupied	No. of Drawers	Cu. Ft. of Records	Annual Rate of Accumulation		No. of Drawers Cu. Ft. of Records	
Letter-size File Drawers						
Legal-size File Drawers			Floor Space Occupied (Square Feet)		In Office(s) In Storage Area(s)	
					This Year's	Last Year's
					Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES			

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. ☒ ☐ Is this the Record Copy of the series?

14. ☐ ☒ Is there a duplication of this series in another office or agency?

15. ☒ ☐ Is the information contained in this series ever summarized or published? Attach copy. **SEE ATTACHED.**

16. ☐ ☒ Does the series contain classified information requiring security handling?

17. ☐ ☒ Does the series initiate, amend or terminate agency policies and procedures?

18. ☒ ☐ Could the function be performed if the files were lost or destroyed?

19. ☐ ☒ Is the series (or major portion of it) regularly microfilmed? If yes, why?

20. ☒ ☐ Does the record series provide data as input to an EDP file?

21. ☒ ☐ Does the record series contain documentation produced as EDP printout?

22. ☐ ☒ Has the Federal Government issued instructions governing retention/disposition of these files?

23. ☐ ☒ Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept 4 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ Other

☒ Hold in the current files area 2 month(s)/ 2 year(s): then, see below:

☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold 2 year(s):

☐ Destroy.

☐ Transfer to Archives for permanent retention.

☐ Destroy immediately after cut-off.

☒ Other: (Specify)

Remove annual summary report from file and send to Department of Archives and History for permanent retention. Transfer remainder of file to State Records Center, hold 2 years, then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

26. APPROVALS

Approved Department Records Management Officer. Date

Approved Legal Counsel Date

Approved Division Head / Designee Date

Approved Division of Audit Date

Approved Department Head / Designee Date

Approved MARTA Management Advisory Committee Date

Approved Records Management Analyst Date

Approved Department of Archives and History Date

Ed Salas *11-21-75* *11-21-74*

Wayne Kunder *11-21-75*

Henry T. Taylor *11-21-74*

William V. Carcich *11-24-75*

Douglas M. Harris *11-21-74*

Canall Hart *11-26-75*

DA #
11-24
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